

DIRECTIVE NUMBER 300-06-12

DATE: April 30, 2013

TO: Kansas Department of Labor Managers and Supervisors

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Employee Access to HR and/or EO Office

1. Purpose. To update policy and procedures concerning an employee's right to meet with representatives of the HR and/or EO Office.
2. Policy. Employees will be afforded the opportunity to meet with representatives of the HR and/or EO Office to discuss concerns related to their employment. These concerns may include but are not limited to conditions of employment, complaints of possible disparate treatment, performance evaluations, promotional opportunities, or benefits-related issues.
3. Procedure.
 - a. Employees should inform their supervisor of the need to meet with a representative of the HR and/or EO Office and receive authorization to do so prior to scheduling a meeting. Employees **do not** need to disclose the reason for the meeting. If the meeting concerns a conflict with the immediate supervisor, the necessary approval may be obtained from the next higher level of supervision.
 - b. Employees housed in locations outside of Topeka should attempt to resolve their concern over the telephone. If an in-person meeting is necessary, employees should follow the procedure in (a) above.
 - c. Employees shall be allowed an appropriate amount of time for the meeting, including travel time, if necessary. Travel expenses, however, will not be reimbursed by the agency.
 - d. No leave time will be charged to an employee for a scheduled meeting with representatives of the HR and/or EO Office.
4. Action Required. Advise all employees of the contents of this Directive.
5. Inquiries. Kyle Williams - HR (785) 296-5000 ext. 2565

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-16-99	Expiration Date: Continuous
------------------------	-----------------------------

Equal Opportunity Policy

The Kansas Department of Labor hereby reaffirms its commitment to the principles of non-discrimination, equal employment opportunity and affirmative action in all programs and activities within the jurisdiction of this agency. The Department will provide equal employment opportunity to all persons, and all classified personnel transactions shall be made without regard to race, color, gender, sexual preference, gender identity, religion, national origin, ancestry, age, military or veteran status, or disability status in compliance with all applicable laws and regulations.

The Kansas Department of Labor will provide reasonable accommodation to qualified employees and applicants with a physical or mental disability meeting the criteria of the Americans with Disabilities Act (ADA) when informed of the need for an accommodation, unless providing the accommodation would impose an undue burden on the agency.

The Kansas Department of Labor forbids any behavior or conduct that constitutes sexual harassment, which is defined as unwelcome behavior of a sexual nature that becomes a condition of employment and/or creates a hostile working environment.

The Kansas Department of Labor will investigate all complaints alleging violations of any part of this policy, and employees are assured they will not be retaliated against for filing a complaint. Complaints will be treated as confidentially as possible and filing a complaint shall in no way reflect upon an employee's standing within the agency.

All employees of the Kansas Department of Labor shall adhere to this policy by supporting a work environment free of discrimination and by developing respectful relationships with their co-workers. Management and supervisory personnel share the responsibility for achieving affirmative action goals, and shall actively support programs to ensure equitable representation of females, minorities and persons with disabilities.

All agency personnel are directed to comply with this policy. Cooperation is essential to ensure the Kansas Department of Labor meets its equal opportunity obligations. Questions concerning the Equal Opportunity Policy should be addressed to the KDOL Human Resources Director.

I have read and understand the policy above.

Signature

Printed name

Date